

Winchester Cathedral Christmas Market 2022

FRIDAY 18 NOVEMBER – THURSDAY 22 DECEMBER 2022

General Information

Please read the following information carefully as a number of changes have been introduced

THE DEADLINE FOR APPLICATIONS IS **Sunday 10th April 2022**

YOU WILL BE INFORMED IF YOUR APPLICATION HAS BEEN SUCCESSFUL BY **Friday 15th April 2022**

1. INTRODUCTION

Winchester Cathedral Christmas Market is recognised as one of the best in Europe, renowned for its unique location, handpicked high quality exhibitors and bustling atmosphere. Our Christmas Market attracts more than 400,000 visitors each year who come to shop at the pretty wooden Chalets situated within the Cathedral's historic grounds.

For those in search of an authentic Christmas experience, the Cathedral is at the heart of the City's celebrations, with its many Christmas services, carol concerts and events. Christmas in Winchester offers a unique and magical experience throughout the festive period.

For Winchester Cathedral to maintain its desirable reputation we are looking for exhibitors who will be selling high quality and unique products much of which cannot readily be bought on the high street. Areas that we are looking to develop include locally produced and sustainable gifts, homewares and giftable foods.

2. DATES AND TIMES FOR 2022

The Christmas Market will run for 35 days from Friday 18th November – Thursday 22nd December 2022 inclusive.

Trading times will be:

- Sunday – Thursday: 10.00am – 6.00pm.
- Friday – Saturday: 10.00am – 8.00pm.

Retail exhibitors in the main part of the Market have 3 options:

First half:	16 Days:	Friday 18 th November – Saturday 3 rd December (inclusive)
Second half:	19 Days:	Sunday 4 th December – Thursday 22 nd December (inclusive)
Full duration:	35 Days:	Friday 18 th November – Thursday 22 nd December (inclusive)

Catering applications will only be accepted for the full 35 days.

3. CHALET LOCATION AND CRITERIA

There are a number of different trading areas in the Christmas Market and the prices reflect either the location or support for our small British producers (See separate document called Christmas Market Indicative Plan).

All exhibitors in premium Chalets as shown on the Christmas Market Indicative Plan will be required to pay the £20 plus VAT (£24 at current VAT rates) per day premium Chalet surcharge.

All exhibitors who trade out of Chalets where there is extra outside space to display their goods will be required to pay the £20 plus VAT (£24 at current VAT rates) per day premium Chalet surcharge.

You may request a premium Chalet on your application form, but please note requesting a premium location does not guarantee you will be allocated one due to limited availability of these Chalets.

3.1 Retail Chalets

There will be approximately 118 Chalets in total in 2022. This includes all the retail Chalets in the Inner and Outer Close, Makers' Market, and the Food Court. There will also be a Nativity Scene, looked after by the Cathedral and local churches.

All non-catering exhibitors will be in 'Barn Door Style' Chalets, where the two doors open out wide. Each Chalet measures approx. 2.2m x 1.45m.

There are a small number of large retail Chalets available, these measure approx. 5m x 3.5m. would like to be considered for one of these Chalets.

Exhibitors who sell alcohol from their Chalets will be required to pay a surcharge of £45 plus VAT per day surcharge. Please indicate on your application form if you will be selling alcohol.

The eaves on the outside front edge of the Chalets will be strung with festoon lights and a green, decorated garland.

All exhibitors are welcome, and encouraged, to add their own suitable festive embellishments to the fronts of the Chalets. This must be in keeping with the overall theme and look of the Christmas Market.

PLEASE NOTE: NO EXTERNAL EXTENSIONS TO THE ROOFS WILL BE ALLOWED AND NO ADORNMENTS WILL BE ALLOWED ON ANY ROOFS.

3.2 Makers' Market Chalets

The Makers' Market celebrates a collective of creativity and craftsmanship by highly skilled crafts people both local and from across the UK. Maker's Chalet studios will give attendees the opportunity to buy unique, authentically handcrafted and locally sourced gifts directly from the makers.

We invite applications from traders who share our passion for British craft and can offer our visitors the very best unique handcrafted local and/or British products. Please confirm in your application that all products available on your stand will meet this ambition.

3.3 Catering Chalets

We have three sizes of catering Chalets for hire, these are of a countertop style and the dimensions are as follows:

- Extra-large Chalets measure a minimum of 5m x 2.7m
- Large Chalets measure a minimum of 3.5m x 1.6m
- Small Chalets measure 2.2m x 1.45m

Catering Chalets are only available to hire for the entire duration of 35 days. Please submit a copy of your Local Council Registration and Food Hygiene certificate. We will give preference to catering offers that have a food hygiene rating of five.

All applications for catering stalls must include proof that they are registered with their local authority.

4. CHALET COST

4.1 Retail Chalets

Regular retail Chalet: £155.00 + VAT at the current rate per day

16 Days (first half)	£2,480 excl. VAT	£ 2,976 incl. VAT
19 Days (second half)	£2,945 excl. VAT	£3,534 incl. VAT
35 Days	£5,425 excl. VAT	£6,510 incl. VAT

Makers' Market Chalet: £115.00+VAT at the current rate per day

16 Days (first half)	£1,840 excl. VAT	£2,208 incl. VAT
19 Days (second half)	£2,185 excl. VAT	£2,622 incl. VAT
35 Days	£4,025 excl. VAT	£4,830 incl. VAT

Large retail Chalet: £305 + VAT per day

35 Days	£10,675 excl. VAT	£12,810 incl. VAT
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All exhibitors in premium Chalets will be required to pay the £20.00 (£24.00 including VAT at current rates) per day surcharge.

Chalets will be allocated solely at the discretion of WCEL

4.2 Catering Chalets:

Catering Chalets will only be rented out for the full duration of the Market.

Small Catering Chalets	£ 190.00 per day	
35 Days	£6,650 excl. VAT	£7,980 incl. VAT

Large Catering Chalets	£320 per day	
35 Days	£11,200 excl. VAT	£13,440 incl. VAT

Extra Large Catering Chalets	£350 per day	
35 Days	£12,250 excl. VAT	£14,700 incl. VAT

All Chalet rental prices include a certain amount of electricity, parking, and the support of a team of stewards.

5. PAYMENT

Chalet payment is by BACS only; other payment methods may incur additional charges.

By submitting an online application form and accepting our subsequent offer, you agree to adhere to our payment schedule thereafter. Failure to adhere to this will result in re-allocation of your Chalet and possible loss of your funds; please see point 1.5 in our Terms and Conditions.

Payments made by card will incur a surcharge.

If you wish to make use of the premium Chalet surcharge, £20 (plus VAT) per day, this payment will need to be made at Stage 3 on 9th September 2022.

If your Chalet will be selling alcohol, the alcohol premium of £45 (plus VAT) per day will need to be paid at Stage 3 on 9th September 2022.

The bank details for WCEL will be supplied to successful applicants.

5.1 Payment Schedule:

The stage payments are as follows:

Retail Chalets Inner & Outer Close £155.00 + VAT per day	16 Days	19 Days	35 Days
Stage 1 – Deposit: Dated: 13 th May 2022	£744	£883.50	£1,627.50
Stage 2 payment: Dated: 8 th July 2022	£744	£883.50	£1,627.50
Stage 3 payment: Dated: 9 th September 2022	£744	£883.50	£1,627.50
Stage 4 payment: Dated: 7 th October 2022	£744	£883.50	£1,627.50
TOTAL incl. VAT	£2,976	£3,534	£6,510

Makers' Market £115 + VAT per day	16 Days	19 Days	35 Days
Stage 1 – Deposit: Dated: 13 th May 2022	£552	£655.50	£1,207.50
Stage 2 payment: Dated: 8 th July 2022	£552	£655.50	£,207.50
Stage 3 payment: Dated: 9 th September 2022	£552	£655.50	£1,207.50

Stage 4 payment: Dated: 7 th October 2022	£552	£655.50	£1,207.50
TOTAL incl. VAT	£2,208	£2,622	£4,830

Large Retail Chalets £305 + VAT per day	16 Days	19 Days	35 Days
Stage 1 – Deposit: Dated: 13 th May 2022	X	X	£ 3,202.50
Stage 2 payment: Dated: 8 th July 2022	X	X	£ 3,202.50
Stage 3 payment: Dated: 9 th September 2022	X	X	£ 3,202.50
Stage 4 payment: Dated: 7 th October 2022	X	X	£ 3,202.50
TOTAL incl. VAT	X	X	£ 12,810

Catering Chalets 35 Days only.	Extra Large Chalets £350+ VAT per day	Large Chalets £320 + VAT per day	Small Chalets £190 + VAT per day
Stage 1 – Deposit: Dated: 13 th May 2022	£ 3,675	£,3,360	£1,995
Stage 2 payment: Dated: 8 th July 2022	£ 3,675	£ 3,360	£1,995
Stage 3 payment: Dated: 9 th September 2022	£ 3,675	£ 3,360	£1,995
Stage 4 payment: Dated: 7 th October 2022	£ 3,675	£ 3,360	£1,995
TOTAL incl. VAT	£ 14,700	£ 13,440	£7,980

6. POWER

A supply of electricity is included in the Chalet rental; the amount of electricity supplied is dependent on the size of the Chalet.

The maximum Power Allocation for Chalets will be as follows:

- Standard Retail Chalets: – 8 Amps or 1,840 kW
- Large Retail Chalets: – 16 Amps or 3,680 kW
- Small catering Chalet: – 16 Amps or 3,680 kW
- Large catering Chalet will be: - 32 Amps or 7,360 kW.
- Extra Large catering Chalet will be: – 64 Amps or 14,720 kW

By special agreement, an additional supply can be fitted. Each 8 Amp supply provided will incur an additional charge of £12.00 plus VAT (£14.40 incl. VAT at the current rate) per day; i.e. an extra 32 Amp supply will cost £48 excl. VAT or £57.60 incl. VAT at the current rate per day. As example, an additional 16-amp supply for 35 days would be calculated as such: £12.00 x 2 = £24. £24 x 35 days = £840 plus VAT.

Note: the maximum power available to any single Chalet (including caterers) is 2 x 32amp supplies. No exception will be made to this.

All additional electricity supplies must be requested prior to 7th October 2022 and must be paid in full at that time.

Any power requests received after 7th October will incur an additional admin fee of £125 plus VAT in addition to the above charges.

All electrical equipment used on site at the Winchester Cathedral Christmas Market must have a valid PAT certificate. This includes all used and new items.

ALL CHALET LIGHTING MUST BE LED ONLY!

STANDARD/TRADITIONAL BULBS ARE NO LONGER ACCEPTABLE AT THE CHRISTMAS MARKET. All Chalets will be inspected at the beginning of the market (and at the changeover date if applicable) to ensure they are compliant. Any non-compliant lighting will be removed from the Chalet without warning and may be disposed of.

Exhibitors are responsible for providing their own lighting for their Chalets. We highly recommend that you provide compliant lights to the interior and the front eaves to maximize the impact of your displays. Please be mindful of the power draw of lights and keep the usage capacity within the prescribed allowances.

7. EXHIBITOR BOND

We require an exhibitor bond of £250. Please see our Terms and Conditions. **The exhibitor bond will be due by 7th October 2022**; no Chalet keys will be issued without this bond being paid.

8. HOW TO APPLY FOR A CHALET

The following guidelines may be useful in completing your application form:

Fill out the online application form as clearly and explicitly as possible.

All exhibitors must give a complete and detailed list of products they wish to sell even if they have exhibited at the Winchester Cathedral Christmas Market in previous years. This will help minimize duplication of product lines where possible. Please remember that the clearer and more detailed the information, the greater the chance of your application being accepted.

Include your preferences for duration. For example, if you want to do the first half of the Market, but are not accepted for this period, what would be your second choice of duration and third choice?

Include any images or photos that will help support your application. Include at least 1 photo of your exhibit at a previous event.

If you are applying to have a catering Chalet you must provide details of registration with your local authority and provide your hygiene rating (if applicable) with your application form.

If your application is successful, PAT certificates, gas certificates (if applicable), Public Liability Insurance and risk assessment forms will be required to be returned to WCEL by 7th October 2022

All applications to be submitted no later than Sunday 10th April 2022

THE DEADLINE FOR APPLICATIONS IS 10th April 2022 YOU WILL BE INFORMED IF YOUR APPLICATION HAS BEEN SUCCESSFUL NO LATER THAN 15th April 2022.

9. SECURITY

A security company will be on site 24 hours a day throughout the duration of the market and will be responsible for the management of the Control Room. In addition to security patrols throughout the market, CCTV coverage for the market is in place and monitored 24 hours a day.

10. CHALET PADLOCKS

It is the responsibility of the exhibitor to provide their own padlock for their Chalet. It will still be possible to leave the key with the Control Room overnight should you wish. Should it be necessary to access your Chalet for emergency reasons the lock will be cut away and the cost of a replacement lock will remain with the exhibitor.

11. PARKING FOR EXHIBITORS

There is no parking at the Christmas Market (aside from re-stocking prior to daily opening) or in the nearby streets at any point during the market period.

Exhibitors are advised that council car parks are available within the city center and at Park and Rides. More information can be found at <http://www.winchester.gov.uk/parking/park-and-ride>

12. SETTING UP

For those exhibitors hiring for the first part or whole of the Market, there will be 3 set up days on the 15th, 16th and 17th November, the first full day of trading being on Friday 18th November. Those exhibitors who are attending the second half of the market will be allowed to set up either after trading finishes or before the market opens in the morning of the relevant trading week. Further details will be provided.

13. BRIEFING

All exhibitors must attend the safety briefing session. All staff employed by exhibitors must be made aware of the information contained in the welcome pack and given at the safety briefing. Failure to comply with this poses a Health and Safety risk. It may be necessary to create a virtual briefing, if this is the case traders will be notified well in advance.

14. STOCKING UP

All exhibitors will be able to restock between 7am and 9.30am each day and at the end of the trading day. All Vehicles must be off site by 9.30am. Exhibitors will be able to bring in their vehicles to their Chalets 30 minutes after the Market is closed to replenish their stock, but must leave the Market by 10pm. We have no storage space for any exhibitors.

15. TAKING DOWN

Close down of the market will be after trading finishes on the 22nd December. All Chalets are to be vacated by 12 noon on Friday 23rd December 2022. Further details to be provided.

17. STEWARDS

There will be a team of stewards who will introduce themselves to exhibitors each day. The stewards may be available throughout most of the day to cover for exhibitors while they take a short comfort break; abuse of this facility may result in it being withheld. In the event of a major incident, stewards will be required to respond to the incident immediately and will not be able to wait for the return of the stallholder. At busy times, the stewards will have to prioritise other duties above covering stall holders, we recommend traders get to know those around them so they can cover each other when necessary.

18. RUBBISH

The stewards will be responsible for clearing the litter all day, every day. They will primarily ensure public litter bins are emptied and the whole area of the Christmas Market looks smart and litter-free.

They are not employed to take away exhibitors' litter. It is each exhibitor's responsibility to ensure the site and their Chalet are kept smart and tidy at all times.

Please be considerate and try to keep your waste to a minimum. Do not force your stall rubbish into those bins provided for use by the public, the waste compound is there specifically for traders and we expect you to break down your rubbish and use the compound in a considered and appropriate fashion. Continued abuse of this request will reflect on future opportunities and applications.

19. CHALET PRESENTATION.

It is in the interest of all stallholders that the whole market and all Chalets look as presentable and enticing as possible at all times. Stall holders who do not meet the expected standards will be asked to make the necessary adjustments and any continued failure to meet expectations will reflect on future opportunities and applications.

20. ENTERTAINMENT

Throughout the 35 days there will be a programme of events, music, and activities both inside and outside the Cathedral. For details of events in the Cathedral, please go to www.winchester-cathedral.org.uk.

21. OPENING CEREMONY AND LANTERN PROCESSION

This year, the Opening Ceremony and Lantern Procession will take place on Friday 18th November.

In previous years, there have been a variety of exciting performances to celebrate the opening of the Christmas Market, from professional dancers, circus acts, light shows and performances from our Choristers.

Following on from the Opening Ceremony, a spectacular lantern procession, that has been a tradition at the Winchester Cathedral Christmas Market for many years, will take place in and around the Outer Close. The general public, schools, scout groups, youth and church groups have all been involved in drawing large crowds to the Market, where visitors can experience the procession, live music and a show stopping finale.

Further details for the planned programme in 2022 are to follow.

22. MARKETING

The Winchester Christmas Market is already well-known nationally such is its reputation, popularity, and success. In 2020 we launched a new Christmas Market website which will continue to promote traders, the market and all information that visitors will need.

The market is supported by a bespoke marketing campaign through local, regional and national media. We have a high social media presence and would recommend all stall holders to connect with the ***Winchester Cathedral Christmas Market Facebook page*** for regular updates in the run up and during the market period.

23. ACCOMMODATION FOR EXHIBITORS

Please contact the Tourist Information Centre who will be pleased to help. Tourist Information Centre
Winchester Guildhall Broadway
Winchester SO23 9GH Tel: +44 (0) 1962 840 500
tourism@winchester.gov.uk

24. CONTACT

If you require any further information, please don't hesitate to contact:

Winchester Cathedral Christmas Market
9 The Close
Winchester
Hampshire SO23 9LS

Email: Christmas.market@winchester-cathedral.org.uk

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